



CREST DRIVE COMMUNITY TEAM PROCESS TRAINING WORKSHOP #1 SUMMARY

City of Eugene
858 Pearl St 3rd Floor
Eugene, Oregon 97401
(541) 682-5727
(541) 682-5598 FAX

Introduction

This memo provides a recap of the first Crest Drive Community Team (CDCT) meeting which was held on Thursday, March 9, at the Washington Park Community Center. The meeting was attended by three City Employees; Mark Schoening, Lisa Gardner, and David Roth. It was facilitated by Josh Reckord and Bill Kennta, who will also facilitate the next two meetings (March 23 and April 6). Nineteen of the twenty-member CDCT and three alternates attended the meeting (see attached sign in sheet, pg 5).

Following participant introductions, Josh and Bill described the agenda for the evening, which included the following activities:

1. Whole group activity: Describe your connection to Crest Drive, "What makes it special?"
2. Whole group activity: "Successful groups are... Their meetings are..."
3. Break
4. Breakout Groups:
 - a. Meeting Mechanics
 - b. Communication
 - c. Decision Making
5. Breakout group presentations, group discussion and showing of support for concepts
6. Next Steps

During each activity, public minutes were taken capturing ideas, discussion, and questions posed by participants. The following section presents notes captured during each activity.

Describe Your Connection to Crest Drive: "What makes it Special?"

Participants were asked to describe to the rest of the group things they liked about living in the Crest Drive neighborhood. Responses varied from one word descriptors, to illustrative statements about the neighborhood. In general, statements included the following:

- Peace and quiet
- Long-term residents
- Historical significance
- Nearby nature
- Close to town (Eugene)
- "Near Eugene, but still very natural"
- In the hills
- Wooded/forested area
- Recreational opportunities (hiking, walking, running, cycling)
- "Unconventional environment: roads are like deer trails"
- "Country in the city"

Successful groups are... Their meetings are...

Participants were first asked to write in descriptors for these two statements on handouts provided by Josh and Bill. Once the handouts were completed, participants were asked to share what they wrote with the

whole group. Handouts were collected after the meeting and notes were recorded while participants shared their thoughts. Notes follow.

Successful Groups Are...

- Respectful of all
- Productive
- Focused
- Cordially
- Innovative
- Active
- Engaged
- Efficient
- Considerate
- Organized
- Dedicated
- Aligned with a common goal(s)
- Common vision
- Clear decisions
- Know when a decision is made
- Value all ideas
- Transparent
- Collaborative
- Open
- Thorough
- Receptive
- Recognizing of best ideas
- Accomplish goals

Their Meetings Are...

- Fun
- Productive
- Organized
- Balanced
- Outrageous
- Efficient
- Guided by an agenda
- Not dominated by a few
- Timely
- Effective
- Eye opening
- Focused
- Punctual
- Short
- Calm
- Engaging
- Inclusive
- Interesting
- Defined responsibilities
- Stay on track
- Idea sharing

Breakout Groups

Meeting Mechanics Group

This group discussed how committee meetings would be designed. Topics included meeting agendas, meeting times and participant roles. Notes follow.

1. Public Minutes and Miscellaneous Notes
 - a. "Share the Air"
 - b. Need clear understanding of roles
 - c. Forum for input (public) should occur less frequently than every meeting
 - d. Do meetings have themes?
 - e. Agenda may have expectations of products and inputs/outputs
 - f. Time option: thumbs up/down for support
 - g. Feedback time
2. Agenda
 - a. The group agreed that an agenda was necessary for each meeting and shall be made available one-week prior to the next meeting
 - b. The agenda shall provide the outline and focus for that meeting with specific time allotments for each agenda item

- c. The agenda will provide starting and ending times for each meeting as well as the location of the meeting
- 3. Time
 - a. Maximum duration for meetings shall be 90 minutes
 - b. Meetings will be regularly scheduled for the same day/time each occurrence
 - c. Time will be provided for public comment at the beginning of meetings
- 4. Roles
 - a. A convener shall be assigned/voted for/volunteered for. The person(s) assuming this role will set the agenda and call for agenda items
 - b. A public minutes recorder is needed
 - c. A “Gate Keeper” is needed to keep track of time

Communication Group

This group discussed how communication to and from the committee will be managed. The committee needs to develop a mechanism for communication with the greater community, the city, neighborhood groups, and other organizations. Notes follow.

- 1. Public Minutes (surveyed):
 - a. Dedicated public comment time at start of meeting
 - b. Written, email, web-based comment opportunities, phone contact [periodic]
 - c. Communication w/ broader community through mailings (TBD in public involvement plan)
 - d. Dedicated web page for Crest Drive and City pages w/ links
 - e. Dedicated email list for the Crest Drive Community Team (CDCT)
 - f. Street-specific comments directed to street leaders or street reps (and at-large members)
 - g. Street leaders (and at-large members) report input/feedback at the beginning of meetings
 - h. Communication mechanisms identified to full neighborhood mail out at all meetings
 - i. Communication with full board
 - j. Synthesize public minutes for electronic distribution to CDCT list and webpage (also make physical, non-electronic copies available)
 - k. Explore Metro-Vision options
 - l. Utilize Wayne Morse Ranch Bulletin Board for info-sharing
- 2. For further consideration:
 - a. Facilitator Selection (with notification to CDCT)
 - i. Street leader
 - ii. Crest Drive Citizens Association (CDCA) chair
 - iii. At-large member
 - b. Viper Group: planning group

Decision Making Group

This group discussed how decisions would be made. Options included majority vote, super majority, sufficient consensus, or consensus models. They discussed the process of consensus building and also discussed what roles would be assumed during the decision making process.

- 1. Consensus Decision Making Model
 - a. Consensus does not mean unanimity. It does not mean everyone gets his/her first choice. Rather, it means that everyone is sufficiently in favor of an idea that no one will be an obstacle in carrying it out (no one will sabotage the decision)
 - b. Everyone understands the issues and can paraphrase it
 - c. Everyone contributes resources and shares info
 - d. Everyone can “go along” with an idea (if not for perpetuity- at least for a trial period of time)

- e. If consensus cannot be reached. The discussion is automatically recycled for more information
- f. Note: Each person can say: “I believe I have been heard and understood”
- g. Note: The essential vehicle for testing for consensus is the survey- a non-binding opportunity for participants to speak and be heard and to share information

Breakout Group Presentations

After the breakout sessions finished, the group rejoined to listen to brief presentations made by representatives of each breakout group. The entire committee was then surveyed on their level of support for the content of their proposals. Results follow:

1. Consensus Decision Making

- a. Group was surveyed about their level of support for the consensus decision making model

Level of Support	Count
5	19
4	4
3	2
2	
1	

2. Meeting Mechanics

- a. Meeting Time and Schedule

Level of Support	Count
5	16
4	
3	5
2	
1	3

- b. Agenda Setting

Level of Support	Count
5	11
4	9
3	3
2	
1	

3. Communication

- a. Survey was on items (1a) through (1l). Further consideration of items (1m) and (1n) is necessary.
- b. Existing facilitator committee plus at-large representative shall continue with the interview process (street leader, at-large member, CDCA Chair, and City Staff person)

Level of Support	Count
5	7
4	6
3	5
2	1
1	

Next Steps

Josh and Bill ended the group discussion to stay within the allotted meeting time and wrapped things up by discussing next steps for the Crest Drive Committee Team

1. Facilitator interview process will continue with the existing team in addition to John Rude (at-large member)
2. Josh and Bill will go over the public minutes and bring a summary back to the next meeting
3. An agenda is needed for the next meeting by Thursday, March 16th (Sent out)
4. The agenda will include:
 - a. Time for reaching agreement on meeting mechanics
 - b. Time for reaching agreement on communication
 - c. Report from facilitator interview group
 - d. Item on "Solutions" What does it mean and what does it look like?
 - e. Discussion of assumptions (baggage)

March 9th Meeting Attendance

Name	Address	City	State	Zip	Phone	Email
Ginny Starling		Eugene	OR		541-683-2512	bgstarling@comcast.net
Bill Starling		Eugene	OR		541-683-2512	bgstarling@comcast.net
Cathryn Treadway	2820 Friendly	Eugene	OR	97405	541-689-7410	ctreadway@hotmail.com
Cris Jacobson	3280 Whitten Dr	Eugene	OR	97405	541-344-9924	criswebb@aol.com
Don Neet	3436 Storey Blvd	Eugene	OR	97405	541-687-0792	dneet@pacinfo.com
Francina Verrijt	Lorane	Eugene	OR		541-344-3735	fuerrist@pacinfo.com
Frank Calciano	975 Crest	Eugene	OR	97405	541-485-3680	frank@claciano.com
Fred Lorish	897 West 36th Ave	Eugene	OR	97405	541-341-3993	florish@comcast.net
Hal Huestis	2856 Friendly	Eugene	OR	97405	541-345-7286	huestisbayley@msn.com
James McDonald	570 Crest Drive	Eugene	OR	97405	541-683-6027	ecobuilder1@earthlink.net
Jim Reed	893 West 37th	Eugene	OR	97405	541-344-7985	james_reed@comcast.net
John Rude	1207 Courtney	Eugene	OR	97405	541-342-6427	john@agedynamics.com
Lyndell Wilken	3065 Whitbeck	Eugene	OR	97405	541-343-3080	lwicycle@yahoo.com
Mary Rowland	2975 Friendly St	Eugene	OR	97405	541-345-4195	mmrowland@comcast.net
Meg Stewart-Smith	346 Crest Drive	Eugene	OR	97405	541-913-5464	msdesign5@comcast.net
Paul Farkas	1268 Courtney	Eugene	OR	97405	541-485-0859	farkas5@comcast.net
Sherie Hawley	3484 Storey Blvd	Eugene	OR	97405	541-913-2730	sheriehawley@comcast.net
Steve West	3025 Friendly St	Eugene	OR	97405	541-344-9347	
Steven Hecker	2990 Friendly St	Eugene	OR	97405	541-954-1161	shecker@uoregon.edu
Tina Gryc	895 Crest Dr	Eugene	OR	97405	541-345-2281	tinagrye@yahoo.com
*Carmen Bayley	2856 Friendly	Eugene	OR	97405	541-345-7286	huestisbayley@msn.com
*Christine Donahue	2988 Madison St	Eugene	OR	97405	541-683-8220	christinedonahue@msn.com
*Kathy Saranpa	3015 Friendly St	Eugene	OR	97405	541-687-7199	ksaranpa@comcast.net
*Kim O'Brien	2990 Friendly St	Eugene	OR	97405	541-485-3533	kobrien@uoregon.edu
Not in Attendance						
Desiree Rogers						joncrogers@earthlink.net
*Alternate Members						